

TOWNSHIP OF EVESHAM

JOB OPPORTUNITY

TITLE: ASSISTANT SUPERINTENDENT
MUN. PUBLIC PROPERTY & SERVICES

DEPARTMENT: Department of Public Works

SALARY: DOQ (salary range starts at \$65K)

SCHEDULE: Generally Monday through Friday – 7AM – 3PM
Flexibility with schedule as necessary for efficient operation of department
to include Emergency Services

POSITION SUMMARY:

Under the supervision of the Superintendent of Public Works, performs all technical and administrative work managing projects, programs and employees within the department. May assume the duties of the Deputy Township Manager as it relates to operations of the Department of Public Works if/when required.

POSITION QUALIFICATIONS:

College level coursework in engineering and management required. Bachelor's degree from accredited college/university preferred. Minimum 7 years in municipal public works, private construction, facilities maintenance, and/or refuse collection fields or related areas. Prefer 5 years' supervisory experience; 3 years' fleet management supervision. Valid NJ CDL, Class B; Current NJ Public Works Manager Certification or willingness and ability to obtain same; NJ Motor Vehicle Commission Inspectors License preferred. Ability to pass criminal background check.

SPECIALIZED SKILLS/KNOWLEDGE:

General knowledge of municipal public works operations including road repair, storm water drainage, refuse collection, recycling, building and vehicle maintenance, knowledge of municipal government budgeting, purchasing, and payroll procedures; ability to plan, organize and supervise the work of division heads, supervisors, the rank and file workforce, and contractors; ability to develop and implement new programs and projects; knowledge of developing and implementing new programs and projects; knowledge of organizing and maintaining records on operations and programs and prepare required reports; ability to give clear oral and written directions to subordinates, ability to utilize computers with relevant software.

Submit résumé to Township of Evesham, Human Resources Office, 984 Tuckerton Road, Marlton, New Jersey 08053 or www.hr@evesham-nj.gov . by March 15, 2021. EOE

March 3, 2021